

DRAFT  
27 March 1968

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MEMORANDUM FOR: [REDACTED]  
Special Assistant to the DDS

THROUGH : Chief, Support Services Staff

SUBJECT : Recommended Action relative to U. S. Government  
Correspondence ~~Handbook~~ Manual

1. The U. S. Government Correspondence ~~Handbook~~ was recently completed by the National Archives and Records Service. They sent ~~and stated they would provide us more at sixty cents each.~~ us an advance copy on 22 March. This government ~~Handbook~~ will soon ~~understandably~~ <sup>6.0-</sup> ~~show up~~ <sup>about</sup> ~~in~~ various components of the Agency, and there will be many inquiries ~~as to~~ <sup>about</sup> its application in Agency ~~offices~~. Many ~~components~~ will initiate separate procurement actions for a few copies of this publication. The requisition paperwork will cost more than the ~~sixty cents~~ <sup>for</sup> ~~sixty cents~~ <sup>for</sup> ~~the~~ publication purchased.

2. We have examined the Government Correspondence ~~Handbook~~ and find the first two chapters cannot be used in this Agency at present. Chapters 3 and 4 have limited application here because of our Security requirements. The remainder of the Manual ~~are~~ <sup>is made up of usage</sup> ~~covers style practices, which our~~ ~~that components may use, as is.~~

3. On 4 May 1967 Mr. Bannerman replied to the GSA coordination of an early draft of the subject ~~Manual~~. ~~He indicated the Agency would use handbook to meet~~ portions of it, but we would have to prepare our own ~~to satisfy~~ correspondence requirements unique to the Agency.

(Manual or manual)

Pg. 23 3.5 GPO Style Manual)

4. It is recommended that the CIA Records Administration Officer be authorized to purchase 2,000 copies of this manual (\$1200). This will eliminate the unnecessary cost of many separate requisitions.

Prior to ~~the~~ distribution of ~~this~~ <sup>any</sup> manual, the following admonishment, ~~printed on labels~~, will be ~~placed~~ on the cover of each manual:

ADMINISTRATIVE - INTERNAL USE ONLY

Chapters 1 and 2 in Part I of this manual on Government correspondence are not yet applicable in this Agency. The special requirements of Agency Correspondence procedures are set forth in [ ] and its revisions will include those sections from these first two chapters that can be incorporated in Agency procedures.

Chapters 3 and 4 of Part I have limited application here because of the established Security procedures which must take precedence to the instructions in these two generalized chapters.

~~Agency personnel will find all seven chapters of Part II and Chapter 5 of Part I extremely beneficial and their use is recommended.~~

*CE*  
~~Agency personnel,~~ are recommended for the use of

Records Administration Officer

5. The Agency Correspondence Handbook [ ] will be revised to eliminate material covered in the Government Manual to update the remainder, and submit to Regulations Control Branch for publication. The eliminated portions will be a considerable saving in Agency printing costs. You have the latest draft of the proposed revised Agency Correspondence Handbook which I sent to you on 6 Feb 1968 when you have finished your review and let me have Please return it with your recommendations on the foregoing proposals.

[ ]  
Chief  
Records Administration Branch

which would be eliminated.

12 pages STAT

Vince, STAT

Is this really true?

We can find only

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